

Approved For Release : CIA-RDP62S00231A000100220006-4  
RECORDS RETIREMENT REQUEST

JOB NO.

62-S-231

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO:

Chief, Records Center.

FROM:

(Office) ORR

DIVISION

Industrial

BRANCH

Office of Chief

SECTION

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APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)

Division Subject Files 1958-1959

☒ SHELF LIST ATTACHED

☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

~~TOP SECRET~~

FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER

☐ OTHER (specify)

☒ LEGAL

NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS

BUILDING

Que

ROOM

1107

EXTENSION

4058

DATE

2) Aug 60

SIGNATURE OF RECORDS CUSTODIAN

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

☒ RECORD

☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

O/Ch/D/I Personnel Only

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

Records Control Schedule 22-55, Item No. 529

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF AREA RECORDS OFFICER

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~~TO BE RELEASED BY THE RECORDS CENTER~~

[illegible]

STORAGE LOCATION			
JOB NO.	AREA	ROW	SPACE

OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
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SCHEDULE NO. (or List)	PAGE	ITEM

RECEIPT PROCESSING				
CUBIC FEET	NO. OF CONTAINERS	TYPE OF CONTAINERS	DATE RECEIVED	RECEIVED BY

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